Preparing E-CRC Proceedings articles with MS Word
for *Procedia – Social and Behavioral Sciences*

Dear Author,

Thank you for submitting your manuscript to *Procedia –Social and Behavioral Sciences.* Documentation is provided here to assist you in the preparation of your paper in electronic form using MS Word for use as Camera Ready Copy (CRC). Please note that we will publish your article exactly as we receive it and that no corrections are possible in a later stage.

Yours sincerely,

Procedia – Social and Behavioral Science Publishing Team

Points to note on formatting your MS Word file

Files should be in MS Word format only and should be formatted for direct printing, using the CRC MS Word template provided. Figures and tables should be embedded and not supplied separately.

Please make sure that you use as much as possible normal fonts in your documents. Special fonts, such as fonts used in the Far East (Japanese, Chinese, Korean, etc.) may cause problems during processing. To avoid unnecessary errors you are strongly advised to use the 'spellchecker' function of MS Word.

1. How to download the CRC MS Word template

Please download the file "SBSPRO_EPC-TKS2013_AuthorWordTemplate.doc" from the conference website: http://www.edupsy.ro

Do not make any changes to the structure of the template as this can lead to production errors.

2. Paper structure

Papers should be prepared in the following order:

Introduction: to explain the background work, the practical applications and the nature and purpose of the paper.

Body: to contain the primary message, with clear lines of thought and validation of the techniques described.

Conclusion

Acknowledgements (when appropriate)

References

Appendices (when appropriate)

Section headings: should be left justified, with the first letter capitalised and numbered consecutively, starting with the Introduction. Sub-section headings should be in capital and lower-case italic letters, numbered 1.1, 1.2, etc, and left justified, with second and subsequent lines indented.

3. Formatting your document

Please do not alter the formatting and style layouts which have been set up in the template document "SBSPRO_EPC-TKS2013_AuthorWordTemplate.doc".

As indicated in the template, papers should be prepared in single column format (192mm x 262 mm). Do not number pages on the front, as page numbers will be added separately for the preprints and the Proceedings. Leave a line clear between paragraphs.

All the required style templates are provided in the file "SBSPRO_EPC-TKS2013_AuthorWordTemplate.doc" with the appropriate name supplied, e.g. choose 1. Els1st-order-head for your first order heading text, els-abstract-text for the abstract text etc.

i. Title page

The first page should include:

(a) Conference Title

(b) Title

Click on the existing text and enter the title of the paper using sentence case.

(c) Each author's name and affiliation, including present address

- Author's names: Remember to include the correct superscript linking to the appropriate affiliation details.

- Affiliations: Remember to include the correct superscript linking to the appropriate author details.

(d) Abstract (50-100 words)

Insert an abstract of 50-100 words, giving a brief account of the most relevant aspects of the paper.

(e) Keywords (5-10)

Insert 5 – 10 keywords.

Please follow the template style for all the above features.

ii. Tables

All tables should be numbered with Arabic numerals. Headings should be placed above tables, left justified. Leave one line space between the heading and the table. Only horizontal lines should be used within a table, to distinguish the column headings from the body of the table, and immediately above and below the table. Tables must be embedded into the text and not supplied separately.

iii. Illustrations

All figures should be numbered with Arabic numerals (1,2,...n). All photographs, schemas, graphs and diagrams are to be referred to as figures. Line drawings should be good quality scans or true electronic output.

Low-quality scans are not acceptable. Figures must be embedded into the text and not supplied separately.

Lettering and symbols should be clearly defined either in the caption or in a legend provided as part of the figure. Figures should be placed at the top or bottom of a page wherever possible, as close as possible to the first reference to them in the paper.

The figure number and caption should be typed below the illustration in 9pt and left justified.

For more guidelines and information to help you submit high quality artwork please visit:

http://www.elsevier.com/wps/find/authorsview.authors/authorartworkinstructions.

Artwork has no text along the side of it in the main body of the text. However, if two images fit next to each other, these may be placed next to each other to save space.

iv. Equations

Equations and formulae should be typed and numbered consecutively with Arabic numerals in parentheses on the right hand side of the page (if referred to explicitly in the text). They should also be separated from the surrounding text by one space.

v. References

Reference style = `APA' (American Psychological Association) Citations in the text should follow the referencing style used by the American Psychological Association. You are referred to the Publication Manual of the American Psychological Association, Fifth Edition, ISBN 1-55798- 790-4, copies of which may be ordered from http://www.apa.org/books/4200061.html or APA Order Dept., P.O.B. 2710, Hyattsville, MD20784,USA. or APA,3 Henrietta Street,London, WC3E 8LU,UK.

List: References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Examples:
Reference to a journal publication:
Van der Geer, J., Hanraads, J. A. J., & Lupton R. A. (2000). The art of writing a scientific article. *Journal of Scientific Communications*, 163, 51 - 59.
Reference to a book:
Strunk, W., Jr., & White, E. B. (1979). *The elements of style.* (3rd ed.).New York: Macmillan, (Chapter 4).
Reference to a chapter in an edited book:
Mettam, G. R., & Adams, L. B. (1994). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281-304).New York: E-Publishing Inc.

vi. Footnotes

Footnotes should be avoided if possible. Necessary footnotes should be denoted in the text by consecutive superscript letters. The footnotes should be typed single spaced, and in smaller type size (8pt), at the foot of the page in which they are mentioned, and separated from the main text by a short line extending at the foot of the column. The 'Els-footnote' style is available in the "SBSPRO_EPC-TKS2013_AuthorWordTemplate.doc" for the text of the footnote.
Please do not change the margins of the template as this can result in the footnote falling outside printing range.

vii. General guidelines for the preparation of your text

Avoid hyphenation at the end of a line. Symbols denoting vectors and matrices should be indicated in bold type. Scalar variable names should normally be expressed using italics. Weights and measures should be expressed in SI units.
All non-standard abbreviations or symbols must be defined when first mentioned, or a glossary provided.

viii. File naming and delivery

Please title your files in this order EPC_TKS_authorslastname.doc
Submit the source file to the Guest Editor.